

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD
WEB ADDRESS: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES
Board Meeting July 13, 2005

The regular meeting of the State Internal Audit Advisory Board was held on July 13, 2005 at the Capital City Center, Springfield, Illinois, Room 103. This meeting was called to order by Chair Barbara Ringler at 10:10 a.m.

Members Present

Barbara Ringler, Chair – Office of the Treasurer
John W. Cressman, Vice-Chair – Illinois Office of Internal Audits
Rusti Cummings – Office of the Comptroller
Al DiSilvestro – IL Secretary of State (via phone)
Lesslie D. Morgan – Office of the Attorney General
Kathleen Moreno – Eastern Illinois University (Term to 2/1/04)

Members Absent

None

Minutes

The Board reviewed the minutes from the June 1, 2005 meeting. There were no suggested revisions. A motion to approve the minutes was made by Ms. Morgan and seconded by Mr. Cressman. All were in favor. The June 1, 2005 meeting minutes were approved.

Old Business

CPE Coordinator – Online Peer Review Training Update

Ms. Morgan reported that there is one new enrollee. There are still two individuals who are taking the exam that have not been finalized.

The Board decided that Ms. Morgan would be the contact person for Peer Review Coordinator Listings. Ms. Moreno will update the SIAAB website – Request for Peer Review to include Ms. Morgan's e-mail address to obtain a list of individuals who have successfully completed the on-line training and thus could serve on a Peer Review team.

SIAAB Website – “What’s New” section

Ms. Ringler brought to the Board’s attention that this section of the website should be updated. Ms. Ringler suggested inputting language in regard to the Peer Review Matrix along with a direct link to the matrix. Ms. Ringler also suggested replacing the 2004 Fall Conference information with 2005 Fall Conference information when dates and details have been established. Language will be posted to check back in the near future for details of the 2005 Fall Conference. Ms. Woerner will submit the request to have the above suggested website changes completed.

New Business

Qualifications of Peer Review Members Discussion

Ms. Ringler informed the Board that she is in receipt of an e-mail from Ms. Downen in regard to the qualifications of her peer review team. Ms. Downen expressed concern that the Board required Mr. Moody be included as a team member due to Mr. Lambert’s limited governmental experience. Ms. Downen stated that such experience does not appear to be specified in the qualifications for peer review team members outlined in the Bylaws. Ms. Downen asked if it was the Board’s intention to change the Bylaw.

The Board discussed at length and decided that governmental experience should be a qualification of the peer review team and, therefore, drafted the below language to be added to Section 4.3 Review Teams, 1. Education and Skill Requirement Experience:

“At least one member of the review team should have some governmental experience.”

Ms. Morgan made a motion to approve the above Bylaw addition, Ms. Moreno seconded the motion. All were in favor. Ms. Woerner will submit the change to the website contact person.

Ms. Ringler will reply to Ms. Downen’s e-mail to inform her that the Bylaws have been changed.

Fall Conference Discussion

The Board discussed various dates and topics for the Fall Conference. Ms. Cummings will review the previous conference suggestions for input in planning this year’s conference. Ms. Ringler will send an e-mail to audit managers to get their input in regard to what they would like to see included in the conference. Ms. Moreno will e-mail Ms. Ringler on the specific topics that the Association of College and University Auditors, ACUA, will be featuring at their annual conference in September. Ms. Moreno will also e-mail Ms. Ringler the audit vendor phone numbers. Ms. Ringler will look into the availability of the Auditor General’s three Division Directors to speak. Mr. Cressman offered his staff to handle the catering and registration. The Board is looking into scheduling the conference the first week in December.

Audit Matrix

Ms. Ringler brought to the Board's attention that there are several documents and letters that were in the Internal Audit Quality Assurance Review Program that are not included with the revised matrix which is posted on the SIAAB website. The Board agreed that certain documents should be included with the new matrix. Ms. Ringler will have the documents included with the matrix on the website.

Announcements

None

Next Meeting

The next meeting will be held on August 10, 2005 at 10:00 a.m. at the Capital City Center, Room 103, Springfield, Illinois.

Adjournment

A motion to adjourn was made by Ms. Cummings and seconded by Ms. Moreno. All were in favor. The meeting was adjourned at 11:30 a.m.